
	Role Profile
Job Title	Exams and Quality Assistant

Salary range	Point 29
Contract	Permanent
Main location	Portland College
Hours and basis	37.5
Reports to	Exams and Quality FE Lead (EQFEL)
Date of issue	May 2025

Why Portland College needs this role
<p>Portland College is a vibrant national college for people with a wide range of disabilities and associated learning difficulties.</p> <p>This role will provide a strong quality assurance focus in education, to support the Assistant Principal Quality and Curriculum and the Quality Improvement Manager on the journey to outstanding educational provision.</p>
What you will be doing
<ul style="list-style-type: none"> • Co-ordinate quality assurance activities as directed by the EQFEL and HOQ to include all aspects of the quality cycle. • Lead contact with all examination and awarding bodies across all FE sites provision. • Provide Examination Officer & Invigilation to the provision at a standard to ensure compliance for external awarding bodies. • Train staff on invigilation skills and oversee exam compliance and timetable. • Collate training needs for the Learning & Teaching department staff. • Produce an annual rollout programme around quality assurance activity supported by the EQFEL. • Production of high quality documents and reports for internal and external bodies. • Lead on standardisation and quality assurance activities relating to qualifications. • Lead, assist and run internal audits as requested by the EQFEL and HOQ. • Assist EQFEL and HOQ on internal deep dives. • Internal Verifier for the Learning & Teaching Department. • Lead on JCQ compliance. • Administration of exams requirements. • Organisation of assessment conditions to ensure compliance.
Key results we want to see from this role
<ul style="list-style-type: none"> • Liaison with EVs and Awarding Bodies to support positive relationships. • Centre/Qualification/ Unit approval and monitoring updates, including researching new provision to ensure the curriculum is fit for purpose. • Monitor and support delivery staff to ensure compliance. • Lead on standardisation meetings and performance with IV team. • Prepare and manage sampling matrix and sampling plans with the EQFEL • Support EQFEL and HOQ with all quality assurance activities within the Learning & Teaching Department
Dimensions of the role

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- Lead on exams and quality assurance for education with named external bodies
- Responsibility for maintaining certification status with all awarding bodies
- Responsibility for ensuring compliance with JCQ regulations

Key work relationships

- EQFEL
- DPQFE
- HOQ
- Data Manager
- Care Service Managers
- Q&D Admin team
- L&T Admin team
- Curriculum Managers
- External examination and awarding bodies

Other information

Portland College is committed to safeguarding and promoting the welfare of its learners, customers, volunteers and staff. We expect all our staff to be aware of their responsibilities to protect learners, citizens, customers, volunteers and staff from abuse or harm and to promote Fundamental British Values.

Successful applicants will be required to undertake a Disclosure and Barring Service (DBS) check and to provide proof of their right to work in the UK.

Other Duties & Responsibilities

- To provide staff and student training as required
- To represent the Quality and Data Department on committees as requested and provide appropriate feedback
- Invigilation of exams as and when required
- To provide departmental induction for new staff around standardisation and qualification processes
- Such other duties as the management may from time to time reasonably require

The above role profile is not all encompassing and is subject to regular review.

Signature of post holder

Date

I have read and accept the duties and responsibilities outlined in this role profile.